

North Carolina School Crossing Guard Program Training Manual

**North Carolina Department of Transportation
Division of Bicycle and Pedestrian Transportation
with funding from the Governor's Highway Safety Program**

Thanks to the Florida Department of Transportation State Safety Office for their permission to use materials from their crossing guard training program

**North Carolina Department of Transportation
(Letter on DOT Stationery to Be Included)**

May, 1999

Dear School Crossing Guard Trainer:

Congratulations on being appointed by your agency as a trainer for the North Carolina School Crossing Guard Program. Not only does this appointment make you a leader in your agency, but also in the State of North Carolina.

North Carolina is taking an active role in reinforcing traffic safety skills for all pedestrians and bicyclists. This training is just one example of the commitment from the North Carolina Department of Transportation to reducing pedestrian and bicycle crashes, injuries and deaths. Our school crossing guards have the opportunity to help our children learn proper crossing techniques that can protect them now and throughout their lives. The children in your community will benefit from the knowledge and skills developed by your crossing guards through this training.

Many of the children whom the crossing guards assist will bicycle to school. Bike helmets are very important to everyone's safety in preventing serious injuries. Please encourage your crossing guards to educate children and adults about the reasons to wear bicycle helmets.

Please feel free to contact me with any suggestions on how we can improve the North Carolina School Crossing Guard Program. Our goal is to instill and reinforce traffic safety skills in all children in the State of North Carolina.

Thank you for your time and commitment to this important project.

Sincerely,

E. Norris Tolson
Secretary of Transportation

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Using This Manual

Thank you for having the interest and taking the time to learn more about training school crossing guards to better carry out their important job. This manual is intended as a complete reference source for you as well as a guidebook for training crossing guards. Our objective is to standardize instruction and procedures for guards so that motorists across the state will know what to expect when they travel near schools, regardless of the city or county.

Sections of the Manual

The Manual is divided into four basic sections: Instructor's Notes, Administrative Aids, Curriculum, and References.

Section 1 - Instructor's Notes

This section includes an introduction to the training and notes on the Curriculum and the In-the-Field Training. Where the guard's material differs substantially from the Instructor's information, both are included in the Instructor's notes, along with suggestions on how and why to use the material.

Section 2 - Administrative Aids

This section includes a Set-Up Needs List as well as sheets that can be reproduced for the training classes you direct: Registration Sheets, Written Tests, Observation Checklists, and Course Evaluations. There is also information on the certification process with a sample certificate that you can photocopy onto certificate paper for the guards who have completed your training class. In this section is information on where to buy safety supplies for the guards.

Section 3 - Curriculum

This section is the part you duplicate and give to the crossing guards you train. It opens with a course outline followed by a small section on each of the topics to be covered in the Classroom training. It ends with detailed information about procedures and positioning for the In-The-Field training portion.

Section 4 - References

Included in this section are North Carolina Pedestrian Crash Statistics; actual wording of the laws and statutes pertaining to pedestrians, bicyclists, and school zones; relevant sections of the Manual on Uniform Traffic Control Devices (MUTCD); sample materials from the Institute for Transportation Engineers; and the address for ordering materials from The Traffic Institute of Northwestern University. Also included are clippings from various newspapers about pedestrian crashes and fatalities, and where you can get more safety education materials for both bicyclists and pedestrians.